

Wisconsin Habitat Partnership Fund (WHPF) Request for Proposal # 18-097-08



Program Guidance

I. Keys to a Successful Project

1. Start ***planning*** your project early and communicate with the Wisconsin Habitat Partnership Fund (WHPF) Program Manager often about your project goals. Program Manager's contact information appears on the next page.
2. Before submitting your project proposal, spend time reviewing the needs, goals, and expectations of the WHPF Request for Proposal (RFP) program; a little pre-planning will pay dividends. The Department of Natural Resources (DNR) encourages novel, outside-the-box projects that are substantial in character and design. At the same time, projects don't have to reinvent the wheel; if something's working, build on it.
3. Understand that allowing public access for hunting, trapping, and wildlife viewing is a requirement to receive funding under this program. Spend some time discussing any concerns of this requirement before applying. Details on the duration of time that public access is required can be found below.
4. If your proposal is selected for funding, **WAIT** until you have a signed Agreement with DNR before you begin project activities. Costs or match incurred before you have a fully executed Agreement will not be eligible as match or qualify for reimbursement. *
(*except for any approved pre-award costs).
5. This RFP program is administered as a reimbursement program. This means you must incur and pay all costs associated with the project ***before*** seeking reimbursement from DNR. No advance payments will be allowed under this program. As costs are incurred, save all invoices, receipts, and other proofs of purchase and payment. Be sure to document volunteer hours worked as the value of these hours can be used as your local share (also called "awardee match"). For volunteer time to count as match, the DNR has volunteer time sheets that must be completed and submitted. Taking these steps from the beginning of your project will help ensure you collect the needed documentation for reimbursement.
6. Finish your project before your agreement expiration date. If you need an extension to complete your project, contact the Wisconsin Habitat Partnership Fund Program Manager ***before*** the agreement expiration date to request an extension. Whereas approved pre-award costs such as project planning and consultation costs incurred prior to the agreement start date may be eligible for reimbursement (subject to U.S. Fish & Wildlife approval), costs incurred after the end date of the agreement are not eligible for reimbursement.

7. **AND MOST IMPORTANTLY**, feel free to contact the WHPF Program Manager with questions if you don't know how to proceed or need clarification on topics such as eligible costs or administrative procedures.

Ashley Dooley, Program Manager
Wisconsin Habitat Partnership Fund
2984 Shawano Avenue
Green Bay, WI 54313-6727
Phone: (920) 662-5123
E-mail: Ashley.Dooley@wisconsin.gov

Table of Contents

- I. Keys to a Successful Project
- II. RFP Program Specifications
 - Introduction
 - Respondent Commitments
 - Eligibility
 - RFP Program Priorities
 - Source of Program Funds
 - Total Available Funding and Award Cap
 - Match Requirement
 - Program Deadlines
 - Eligible Project Costs
 - Ineligible Project Costs
 - Respondent Responsibilities
 - Project Scopes
 - Proposal Review
 - Additional Proposal Points
 - Project Award and Agreement
 - Reimbursement Process
 - Final Report Requirements
 - Submitting Your Proposal
- III. Proposal Instructions

II. RFP Program Specifications

Introduction

Wisconsin DNR has a long history of promoting quality hunting, trapping, and wildlife viewing opportunities on public lands. In recent years, the DNR has expanded its focus by leasing or holding easements on private lands so that additional hunting, trapping, wildlife viewing, and other wildlife based recreation opportunities are possible for the public.

Providing quality hunting, trapping, and wildlife viewing experiences starts by maintaining quality habitat. Maintaining quality habitat increases the diversity and abundance of wildlife, providing a richer hunting, trapping, and wildlife viewing experience.

To help improve and expand quality wildlife habitat in the state, the DNR is embarking on a new program seeking partnerships with local governments, Wisconsin Tribes, and nonprofit conservation organizations for habitat restoration and enhancement projects on public and private lands with the goal of increasing the amount and quality of land open for hunting, trapping, and wildlife viewing.

Habitat projects benefitting wild birds and mammals are a priority for funding consideration. Habitat needs for these species vary throughout the state, and have been prioritized by management district for ease of identification. Prioritizing habitat needs ensures that funding is best utilized to accomplish wildlife habitat and public access goals of this program.

Terms Used in this Document

Annual Report – a detailed report outlining annual project accomplishments. The Annual Report must be submitted within 60 days of the Agreement anniversary. The Annual Report document must be used, and can be located on the WHPF webpage.

Authorized Representative – the person named and authorized by a resolution of the respondent's governing body to act on behalf of the respondent to sign the proposal and all related documents, request and receive payments on behalf of the respondent, and take necessary action to complete the proposed project.

Award – that portion of the total project costs eligible for reimbursement through this program.

Awardee – an entity accepting funds under this program.

Awardee Match – that portion of the total project costs attributed to the respondent or an identified partner.

Easement land acquisition – a permanent, legally binding agreement between two parties that reduces use rights of a real property (land) to protect the aesthetic, cultural, recreational, habitat, or otherwise natural values.

Eligible Respondent – an entity eligible to submit a proposal and accept funding under this program. Eligible entities are listed under Eligibility, part A.

Fee Simple land acquisition – a full interest in real property (land).

Final Reimbursement – a final, formal request made by the Authorized Representative for remaining eligible expenses directly related to approved project activities. The Final Reimbursement request must accompany the Final Report.

Final Report – a detailed report outlining project accomplishments. The Final Report document must be used, and can be located on the WHPF webpage.

Habitat Enhancement – manipulation of the physical, chemical, or biological characteristics of a habitat to change a specific function or seral stage of the habitat.

Habitat Restoration – the act or process of returning a degraded or former habitat to a healthy, self-sustaining condition that resembles its pre-disturbed state.

Hunting – shooting, shooting at, pursuing, taking, capturing or killing or attempting to kill any wild animal.

Partial Reimbursement – a formal request made by the Authorized Representative to the DNR, requesting reimbursement, on no more than a quarterly basis, for eligible expenses directly related to approved project activities. Total, quarterly, partial reimbursement requests cannot exceed 80% of the total award. The remaining reimbursement-eligible expenses must be requested for reimbursement with the Final Report. All eligible expenses must be accompanied by Proof of Purchase.

Project – The total of all habitat activities, including both match and award funded activities.

Project Agreement – the binding document under this program which identifies the provisions by which an awardee is held to.

Project Proposal – a completed proposal requesting funding under this program.

Proof of Payment – proof that a payment was made for confirmed, eligible expenses.

Proof of Purchase – confirmation in the form of a receipt or other document that indicates that an eligible, reimbursable expense has been paid for a particular item.

Public Access – The right of a member of the public to enter a property to engage in hunting, trapping, wildlife viewing, or other agreed-to activities for a specified period.

Public Access Easement – the binding document specifying the period and provisions for which public access is allowed on a property identified in the Project Agreement.

Reimbursement Request – a formal request made by the Authorized Representative to the DNR, requesting reimbursement for eligible expenses directly related to approved project activities. All eligible expenses must be accompanied by Proof of Purchase.

Request for Proposal (RFP) – Document that solicits proposal from potential suppliers. RFPs are often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset from a supplier.

Respondent – Organization submitting a Request for Proposal under this program.

Trapping – the taking, or the attempting to take, of any wild animal by means of setting or operating any device that is designed or made to close upon, hold fast, or otherwise capture a wild animal. When “trap” is used as a verb, it has the same meaning as “trapping”.

Wildlife – any mammal, bird, fish, or other creature of a wild nature endowed with sensation and the power of voluntary motion. For the purpose of this funding, wildlife is focused on wild birds and mammals.

Wildlife Viewing – pursuit of observing or otherwise enjoying the observation of wildlife.

Respondent Commitments

To be eligible for an award under this program, recipients must provide access to the public for hunting, trapping, and wildlife viewing beginning with the start date of the Public Access Easement and continuing for the number of years specified in the table below.

Award Amount	Mandatory Period for Public Access for Hunting, Trapping, and Wildlife Viewing
\$10,000 - \$50,000	10 years from execution of Public Access Easement
From \$50,001 to \$100,000	20 years from execution of Public Access Easement
\$100,001 or more	Perpetual access from execution date of Public Access Easement

To ensure public access, for projects not occurring on lands owned and managed by a department of the State of Wisconsin, a Public Access Easement must be signed and recorded with the appropriate county Register of Deeds Office within six months of the start date of the Project Agreement and before any award reimbursement will be issued (see NOTE below). The Public Access Easement template must be used and the Department must approve the Easement language before recording. The Easement notifies future interested buyers that funding was provided by the Department for the project, and of the public’s right to access the property.

NOTE: if the property where habitat work is proposed has existing, binding protections that explicitly allow for public hunting, trapping, and wildlife viewing (e.g., Knowles-Nelson Stewardship grant), recording of a Public Access Easement may not be required. Proof of these public rights is the responsibility of the respondent (see Section 6, part C of the proposal). The department shall determine if a Public Access Easement is not required.

Eligibility

A. Project Respondents

Wisconsin cities, towns, village, counties, Tribes, and qualified nonprofit organizations are eligible to submit a proposal for funding. Qualified nonprofit organizations must hold a certificate from the US Internal Revenue Service (IRS) identifying them as exempt from income tax under s. 501(c)(3) of the IRS Code as of the date of the agreement. All funding must be spent in Wisconsin.

B. Projects

Eligible projects include, but are not limited to the following:

Project Description Codes	
1. Habitat Restoration Projects	
Prairie planting	Reforestation/Regeneration
Wetland restoration	Savanna restoration
Stream restoration	
2. Habitat Enhancement Projects	
Streambank stabilization	Invasive species removal
Timber stand improvement	Wetland infrastructure upgrade
3. Habitat Maintenance Projects	
Wetland infrastructure maintenance	Prescribed fire
Mowing	Upland shrub maintenance
4. Other Projects	
Other habitat projects	
5. Acquisition (match only)	
Fee simple acquisition	Conservation Easement acquisition

Projects must provide demonstrable wildlife conservation and public benefits and be of substantial character and design. Projects located on public and private land are eligible. Projects must provide tangible benefits to wild birds and mammals.

RFP Program Priorities

Habitat projects will be evaluated based on the following criteria, listed in order of priority:

1. Benefit to Wisconsin DNR priority habitat (see below).
2. Wildlife conservation impact and public benefits (e.g., improved habitat; hydrologic improvements, recreation value).
3. Creation of novel and diverse partnerships.
4. Conservation catalyst projects (i.e., projects that have a high potential to stimulate additional habitat investments beyond the DNR-funded project).

Source of Program Funds

Funding for the Wisconsin Habitat Partnership Fund comes from the Federal Pittman-Robertson (PR) Wildlife Restoration grant (50 *CFR* 80.50). PR funding prioritizes habitat work that benefits wild birds and mammals.

Total Available Funding and Award Cap

Total available funding under this program may vary from year to year. Currently, for fiscal year 2019 (July 1, 2018 – June 30, 2019), \$1 million is available for awards.

Funds will be awarded in two categories:

Small Project:

Twenty-five (25) percent of the total available funding will be dedicated to projects requesting award funding between \$10,000 and \$50,000. The minimum award will be \$10,000. Currently, for fiscal year 2019, total available funding for small projects is \$250,000.

Large Project:

Seventy-five (75) percent of the total available funding will be dedicated to projects requesting award funding above \$50,000. Currently, for fiscal year 2019, total available funding for large projects is \$750,000. The maximum request for a large project is equal to the amount of available funding for large projects.

Maximum Award Share

The maximum award share (federal funding) of a project will be 75% of eligible project costs.

Awardee Match Requirement

Awardees are required to contribute 25% of total eligible project costs. This 25% is referred to as “awardee match” or “local share”. Awardee match can come from the awardee or a partner, and may be cash, donated equipment usage, supplies, services, or the value of a recent fee simple or conservation easement donation to the Wisconsin DNR. Other than activities related to planning and design, match expenses must occur during the agreement period. Federal dollars cannot be used as match. Donated equipment usage, supplies, and services will be valued based on program criteria. See below for a description of match and eligible match sources. Acquisition donation must have been finalized no more than two years prior to the proposal submission date.

Program Deadlines

Proposals will be accepted annually and reviewed for funding. As indicated in the table below, respondents should expect it will be several months between the proposal submission deadline and issuance of agreements. Work on your project should not begin until you have received, signed, and returned your agreement to the DNR; costs incurred after your proposal is submitted and before the start date of your agreement are not eligible for reimbursement unless pre-approved by the U.S Fish & Wildlife Service.

Table 1. Wisconsin Habitat Partnership Fund Program – Proposed Deadlines

Activity	Proposed Deadlines
DNR makes Proposal Materials Available on-line	February 6, 2018
Deadline for Project Sponsor to Submit Proposal to DNR	April 6, 2018
DNR Notifies Project Sponsor of proposal status	April 30, 2018
DNR issues Agreement; anticipated project start date will be July 1, 2018.	June 16, 2018
Project Work may begin upon completed Agreement (anticipated)	July 1, 2018

NOTE: Per s. 990.001(4)(c), Wis. Stats., if any state deadlines fall on a Saturday, Sunday or Legal Holiday, the deadline is moved to the next State working day.

Eligible Project Costs

- Habitat benefitting wild birds and mammals: planning and design
- Habitat restoration and enhancement benefitting wild birds and mammals (Construction contracting)
- Equipment purchase*
- Supplies (including, but not limited to, seed, herbicide, water control structure, tools, signage, equipment rental).
- Costs (includes salaries, hourly wages, fringe benefits, and indirect costs associated with project administration; NOTE: may not exceed 5% of total award). Project administration includes project accounting/bookkeeping, project advertising, attorney services related to the project, insurance related to the project, etc.

* Only equipment costing less than \$5,000 (each) may be purchased with award funding or counted as match.

Ineligible Project Costs

- Capital development costs (building construction or maintenance, parking areas, etc.)
- Project supplies not directly related to implementation of the project (including, but not limited to mileage, meals, lodging, office supplies, postage, web services, printing services, legal services)
- Land acquisition

Respondent Responsibilities

A. Financial Responsibilities.

- The financial responsibility listed in the DNR's agreement cannot be passed to another entity by a resolution or any other means.
- **All reimbursement requests (and support documentation) must be submitted by the respondent named on the agreement on a form provided by the DNR.**

Caution #1: If a consultant completes the proposal for you, be sure to check the completeness and accuracy of the information. As the respondent, you are responsible for the accuracy of the information provided on your proposal and fulfilling necessary requirements.

B. Official Authorizing Resolution. Every proposal must include a resolution adopted by the respondent's governing body that does the following:

- Requests financial assistance from the DNR
- Authorizes one representative, preferably by "title" rather than by name, to act on behalf of the respondent to:
 - submit a completed proposal
 - sign an agreement with the DNR
 - bring governing body to the terms and conditions of the agreement
 - take necessary action to complete the proposed project
 - request reimbursement from the DNR
 - submit annual and final reports and before/after photos of the project site to the DNR
- Affirm that the respondent has its match funding from its monies or from other sources

NOTE: An Authorizing Resolution template can be found on the WHPF webpage.

C. Cost Containment. All respondents must follow procurement requirements in Wisconsin Statutes. See link to *DNR Procurement Guide* on the Wisconsin Habitat Partnership Fund web page (non-profit organizations should use procurement guidance provided for towns). For contracted project activities, the respondent must obtain three (3) price quotes, in writing, for contracted work, or provide sufficient justification if fewer than three price quotes are obtained.

D. Match. “Match” means that portion of the total project cost (25% or greater) that is not coming as award funding from WHPF. Match may consist of cash from the respondent’s accounts, or donations from partners. Partners may also donate volunteer labor, professional services, supplies and materials, or the value of some equipment used. As the award funds for this project are coming from a Federal agency, match cannot come from another Federal source.

Documenting cash match: consists of maintaining adequate receipts of expenditure (i.e., Proof of Payment).

Documenting donated labor, professional services, supplies and materials, equipment, and acquisition as part of match requirement: A volunteer’s time and donated services, supplies and materials, or equipment usage may be considered part of the required match for your project. This allows project respondents to get “credit” toward an award for using volunteers to complete project activities. Donations are subject to the following provisions:

- All sources of match must be indicated in the proposal.
- The maximum hourly value of volunteer labor is \$15.00 per hour. All donated labor must be fully recorded on and submitted using the DNR’s volunteer time sheet, which is available upon request and on the WHPF web page.
- The value of donated equipment usage will be based on the value assigned to similar equipment. A table identifying equipment match rates can be found in Appendix A.
- The value of donated professional services shall be determined by market rates and be established by invoice provided by the donor (typically done on business letterhead or work order).
- Donation of a property or conservation easement to the Wisconsin DNR must have occurred within two years prior to the proposal submission date. The date of donation will be based on the date listed on the property’s title. The value of the donation must be determined by a professional appraisal to Federal standards (also known as “Yellow Book Standards”), and must have occurred within one year of the date the property was donated to the DNR. Use of donated land as match is subject to approval of the U.S. Fish & Wildlife Service.

E. Federal compliance. Respondent is responsible for complying with provisions of s. NR50.17, Wis. Adm. Code and Federal Code of Regulations 2 CFR 200 and 50 CFR 80.

- Background about Single Audit Act (2 CFR part 200): The Single Audit Act of 1984 (Public Law 98-502) was passed by the US Congress to improve auditing and management for federal funds provided to state and local governments. A single audit is a cost-effective way to evaluate non-Federal entities, in lieu of audits from multiple federal agencies. This Act was further amended in 1996. The Act and 2 *CFR Part 200 Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards* (referred to as *Uniform Guidance*) provide audit requirements for ensuring that federal funds are expended properly. Federal funds

may be disbursed as grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, and direct appropriations from federal agencies. Rather than create a separate Wisconsin law that governs auditing of state funds provided to local governments, Wisconsin has chosen to follow the audit requirements of the federal *Single Audit Act*, as amended, and *Uniform Guidance*. All non-Federal entities that receive Federal and Wisconsin funds totaling at least \$750,000 in a calendar year are required to hire a skilled auditor to evaluate compliance with the *Single Audit Act*, as amended, and *Uniform Guidance*.

Project Scopes

Successful project scopes will:

- Describe in detail how the respondent plans to support wildlife conservation (especially wild birds and mammals) and benefit the public.
- Involve multiple groups to implement the project.
- Include a reasonable timeline for completion of the project.
- Include a budget that is specific and reasonable.

Proposal Review

It is likely that the total award request of all proposals will be greater than the available funding. Thus, proposal must be prioritized.

Proposals will first be reviewed for completeness and eligibility; only complete and eligible proposals will be scored.

Next, proposal will be sorted into either “small” or “large” project categories.

Complete proposals will be scored based on adherence to program priorities and detail included in the proposal. See “Additional Proposal Points” section below for instructions on how to increase possible points for your project.

Complete proposals will be ranked, in descending order based on proposal score, by project category. Projects will be funded, in rank order, until available funds are depleted. Final award decisions will be made by the Department and are final.

Once eligible small and large projects are scored, ranked and selected for funding, any remaining funding from either project category may be transferred to the other category to fund additional projects.

Additional Proposal Points

Complete proposals can earn more points if:

1. Project site open to the public for additional nature based recreation opportunities (fishing, hiking, and skiing/snowshoeing, so long as it does not interfere with hunting opportunities) can receive up to ten (10) additional points.
2. Project site provides public access to all forms of hunting, trapping, and wildlife viewing with no seasonal or temporal restrictions will receive 10 bonus points.
3. Match level exceeds minimum 25 percent:
 - Match between 50-74 percent of total project costs will receive 5 additional points.
 - Match greater than 75 percent of total project costs will receive 10 additional points.

Proposal Points Deducted

Complete proposals that limit the type of hunting (*e.g.*, archery only) or trapping (*e.g.*, only certain species) or limit access during certain hunting or trapping seasons will have 5 points deducted.

Submitting your proposal

Obtaining the necessary documents to successfully submit a proposal can be found by visiting the Wisconsin Habitat Partnership Fund webpage (from the DNR homepage, search keyword “WHPF”), or by accessing the Wisconsin Access Management System (WAMS) eSupplier portal. Directions for accessing WAMS can be found in section eight of the Proposal Instructions. All proposal materials must be submitted through the eSupplier portal (see section eight below).

Project Award and Agreement

Upon selection of your project, you will receive a notice of project award and an Agreement from the DNR detailing the approved project scope, project deadline, and budget (any required permits must be acquired by the Authorized Representative). Read your Agreement carefully and share it with your consultant (if you are working with one). Your Agreement contains conditions that govern your project. Make sure your consultant agrees with the project scope and conditions described in the Agreement before you sign it. You are responsible for adhering to the conditions of the Agreement (including ensuring compliance from all contractors, consultants, etc.). Consultants cannot sign Agreements on behalf of eligible respondents. A draft version of the Agreement that will need to be signed is available for your review through the eSupplier Portal posting for this RFP.

Respondents typically will have two years to complete projects, beginning with the start date of the Agreement. The end dates of your Agreement will be listed in the Agreement.

Successful respondents must sign both copies of the Agreement and return one to the Wisconsin Habitat Partnership Fund program manager within 30 days of receipt from the DNR. The other copy of the Agreement is for your files. Failure to do so may cause the DNR to withdraw the offer of financial assistance and award your funds to the next project in the ranked list.

IMPORTANT!! For successful respondents, costs incurred after submitting the proposal and prior to the start date of the Agreement are subject to approval from the U.S Fish & Wildlife Service for reimbursement. Costs incurred after the end date of the Agreement are not eligible for reimbursement.

Reimbursement Process

This RFP program is administered as a reimbursement program. This means you must incur and pay costs associated with the project **before** seeking reimbursement from DNR. No advance payments will be permitted.

It is possible for awardees to request partial reimbursements from the DNR during the life of the project on a quarterly basis. For the purposes of this program, a quarter is defined as follows:

Jan 1-March 31
April 1-June 30
July 1-Sept 30
Oct 1-Dec 31

Awardees must identify satisfied match (and provide associated documentation) and request reimbursement on forms provided by the DNR. **Reimbursement requests must include both proofs of purchase and proofs of payment.** Examples of proof of purchase are signed contracts with vendors, work orders, etc. Examples of proof of payment include canceled checks (both front and back), bank statements showing check has cleared, credit card statement, and local government payroll voucher. Send your reimbursement request(s) and supporting documentation to:

Ashley Dooley, Program Manager
Wisconsin Habitat Partnership Fund
Phone: (920) 662-5123
E-mail: Ashley.Dooley@wisconsin.gov

Reminder: To ensure public access, for projects not occurring on lands owned and managed by the DNR, a Public Access Easement must be signed and recorded with the Register of Deeds within six months of the start date of the Project Agreement and before any award reimbursement will be issued (exceptions may apply).

The total of all partial reimbursements shall not exceed 80% of the total award. Partial reimbursements made after the Agreement anniversary are subject to successful submission of the Annual Report (see below). The final 20% of the award will be maintained by the DNR for the final reimbursement payment.

The final reimbursement request shall include a final report from the awardee. The DNR will not issue final reimbursement until the Final Report has been received, reviewed, and approved.

Annual Report Requirements

An Annual Report of the project must be submitted within 60 days of the anniversary of the Agreement. Reimbursement requests made after the one year anniversary are subject to successful submission of the Annual Report. If project activities are completed within one year of the Agreement start date, the

Annual Report is not necessary and recipients must instead submit a Final Report (see below). The Annual Report document can be found on the WHPF webpage.

Final Report Requirements

A Final Report and before-and-after photos of the project site must be submitted within 60 days of the end date of the agreement or completion of the project, whichever occurs first. A project completion inspection will be scheduled and conducted by DNR personnel within 60 days of notification from the project sponsor that the project is complete. The Final Report document can be found on the WHPF webpage.

Proposal Instructions

On the proposal or in attached supporting documents, you must completely and in detail address all the following sections and requirements:

Respondent: The respondent must be a Wisconsin city, town, village, county, Tribe, or qualified nonprofit conservation organization that has received 501(c)(3) status from the US Internal Revenue Service (IRS). Fill in the name of the respondent and check the box that describes the respondent. By submitting this proposal, you are agreeing to a background check of all people named in your project proposal.

Section 1: Project Title and Respondent Information

Project Title: Provide a descriptive title for your project.

Respondent Name: Identify the entity applying for funding.

Respondent Mailing Address: Supply the address used by the US Postal Service for normal delivery of agency or organizational mail.

DUNS Number: Enter your DUNS number. A link for obtaining a DUNS number can be found on the WHPF webpage.

Authorized Representative (AR) Named by Resolution: The authorized representative must be the person named and authorized by a resolution of the respondent's governing body to act on behalf of the respondent to sign the proposal and all related documents, request and receive payments on behalf of the respondent, and take necessary action to complete the proposed project. A consultant hired by the respondent may **NOT** be named as an authorized representative for the project.

1. **Name:** Name of the Authorized Representative
2. **Title:** Title of the Authorized Representative
3. **Mailing Address:** Authorized Representative's address (if different than organization's address)
4. **Telephone number:** Contact telephone number for Authorized Representative
5. **Email address:** Contact email address of the Authorized Representative
6. **Principle project contact:** If different than the Authorized Representative. The principle project contact is someone responsible for day-to-day oversight of project activities.

Section 2: Project Summary

Property Information

1. Property Name: Name of the property
2. City, Town, Village where the project is located: Identify where the project is located
3. County: County in which project activities will take place
4. Wisconsin Assembly District: Identify state Assembly district in which project activities will occur.
5. Wisconsin Senate District: Identify state Senate district in which project activities will occur.
6. Project Latitude/Longitude: Locate Lat/Long point in the approximate center of the project area.
7. Total project acreage: Size, in acres, of the area directly impacted by project activities
8. Total property acreage: Size, in acres, of the total property on which the project site is located.

Section 3. Project Budget

1. Please fill out the proposal Project Budget, separating project activities accordingly. Some projects won't have costs in all categories. In such cases, list "\$0" for specific project costs.

Refer to the instructions below for descriptive notes for certain cost categories that may not be self-explanatory or which have special requirements.

Boxes identified as "N/A" are not eligible for this funding opportunity. Proposals that remove any "N/A" identifiers will be removed from funding consideration.

"Tract ID" refers to a specific habitat activity (e.g., a particular wetland restoration, or grassland planting) as part of the total habitat activities of the project.

"Non-match" refers to federal funding that contributes to the overall project. Non-match funding does not count toward the 25% match requirement.

- A. Total Donated Land/Easement acquisition: Indicate appraised value of land/easement donated to DNR. Title to the fee property/easement must rest with DNR and have been donated within two years of the proposal submission date. An appraisal indicating the land/easement value must be to USPAP standards and have occurred within one year of the date of transfer to the DNR and prior to proposal submission. The cost of an appraisal is eligible as match. Funds will not be awarded to acquire land or easements. Use of donated land/easements as match is subject to approval by the U.S. Fish & Wildlife Service.
- B. Total Restored: List the totals for contracts and supplies and equipment.
- C. Total Enhanced: List the totals for contracts and supplies and equipment.
- D. Total Other Direct: List the total for other eligible costs as well as administrative costs. Other costs are those necessary to implement the project, but are not captured in the items above.
- E. Grand Total Direct: Sum values listed under parts C, and D, E, and F.
- F. Total Indirect: Total any indirect costs associated with administrative costs. Allowable indirect costs may not exceed 10% of the total amount in item G.
- G. Grand Total: List the grand total for each column. The award funding request may not exceed 75% (maximum) of the total project cost estimate.
- H. Respondent Match Percent: calculate the percent respondent match by taking the total match and dividing by the sum of award and match, and then multiplying by 100.

- I. Level of Match: Based on the match percentage.

Section 4. Project Description Code

1. Projects by Tract: For each project tract, identify the estimated project costs, the acres associated with each project, and whether the match is secured. If any match is not secured, please explain in the space below the table.

Section 5. Work Plan and Timeline

- A. Project description and scope of work: This is the heart of your proposal and should provide reviewers with a narrative that gives a full picture of your project. Write your project description to meet the needs of the size and complexity of your project. Please describe in appropriate detail each item below:

1. Primary habitat description: Describe in detail the desired habitat type at the project site.
2. Project description: Describe the current habitat condition at the project site, including the need for the project. What controversies or complications may impact the satisfactory completion of the project.
3. Project need: Briefly describe why the project is needed.
4. Project goals: Briefly describe the goals of the project.
5. Project objectives: Briefly describe the objectives of the project.
6. Benefits to hunting, trapping, and wildlife viewing: Describe how the project will improve hunting, trapping, and wildlife viewing opportunities for the public.
7. Work to be done and by who: Describe the work to be done and who will carry out the various components of the project (e.g., Contractor, volunteers, etc.).
8. Expected results: Explain expected results of this project. Specify the benefits this project aims to provide. Benefits can include those to natural resources, users, the economy, and society.
9. Maintenance and monitoring plan: describe how the project will be monitored and maintained throughout the agreement period. Consider staff turnover, your monitoring plan, site inspections, managing financial and performance records during the agreement and public access periods.
10. Relationship to other funding: Will additional, unidentified funding contribute to this project? If so, is the funding federal in origin? Please describe the funding source.
11. Program income: Will the recipient generate income because of this project (e.g., timber sales, grazing agreements, entrance fees)? If so, describe the source of income, estimate the total amount of income, and identify how the income will be applied towards the goals of the project. Program income is defined as “gross income earned by a recipient that is directly generated by a sponsored activity or earned as a result of the award.”
12. Equipment purchases: List any equipment to be purchased using project funds, as well as anticipated cost of each piece of equipment. How will equipment be used? The cost of equipment (per item) cannot exceed \$5,000 under this program.
13. Pre-award costs: List any pre-award costs you request reimbursement for. Pre-award costs are limited to those costs directly associated with project planning and consultation. Reimbursement is subject to project selection and U.S Fish & Wildlife approval. Respondents should keep this limitation in mind when incurring pre-award consultation costs before the DNR has determined if your project will receive funding.

14. Supplies and material purchases: List any supplies and materials to be purchased using award or match funds.

B. Timetable

Project activities and timeline: List each component of your project (e.g., wetland restoration, grassland planting, treeline removal, seeding, etc.) along with the expected date of completion.

NOTE: projects should be completed within two years of receiving an award. Awards will begin approximately July 1 of the year in which the proposal was submitted.

Section 6. Ecological Values

- A. DNR Priority: Use Appendix B to identify the habitat Priority level of the project.
- B. DNR District: Use Appendix C, the “Bureau of Wildlife Management District Boundaries” map to identify the district where project work will occur.
- C. Bird or Mammal Species of Greatest Conservation Need: Identify up to five (5) listed bird or mammal species that will benefit from project activities (listed species must be reasonably benefitted from project activities). Listed species can be observed by [clicking here](#), or by searching the DNR’s homepage for “Species of Greatest Conservation Need.”
- D. Connectivity: Identify whether this project provides any habitat connectivity for wildlife. Connectivity is defined as the degree to which the landscape facilitates animal movement and other ecological flow.
- E. Management Efficiency: Describe whether this project helps increase the efficiency of management on publicly-owned or managed lands (e.g., removing a tree line between two grasslands creates a single grassland to be managed using prescribed fire).

Section 7. Recreational and Social Values

- A. Using the population map in Appendix D, indicate the Wisconsin population within a 60-minute drive of the project site.
- B. From the options listed in the proposal, select which activities are allowed on the project area (more than one choice may apply).
- C. From the options listed in the proposal, select the appropriate ownership/management of the property(s) for which project activities occur (select only one). For multiple projects on different properties, select the ownership/management of the largest parcel or most involved project, then explain each property’s ownership/management under the “Special Considerations” section.
- D. Indicate if the project site is currently, or will be, accessible by a person with limited mobility (e.g., a person using a wheelchair).
- E. Explain in detail any restrictions to hunting, trapping, and wildlife viewing on properties where project activities will occur. NOTE: Public access for hunting, fishing, and wildlife viewing is only required on the principle habitat type being improved using project funds.
- F. For projects on lands owned and managed by the WDNR, please indicate if the local Wildlife Biologist has provided written support of the project. Written support is required for all projects on State of Wisconsin owned lands.
- G. Describe any special considerations for reviewers to consider.

Section 8. Certification and Submission

Certification: Authorized representative **MUST SIGN AND DATE PROPOSAL TO BE ELIGIBLE FOR FUNDING CONSIDERATION!**

Completed proposals must be submitted through the State's Web Access Management System (WAMS), using the eSupplier portal. To access the eSupplier portal, you will need a WAMS ID as well as a bidder ID. Instructions for obtaining these IDs can be found in Appendix E.

Once you have signed up for these accounts, you're ready to submit a proposal. To locate the Wisconsin Habitat Partnership Fund RFP site, [click here](#). This takes you to the State of Wisconsin eSupplier login page. Enter your WAMS username and password and click "sign in" to access the portal and then click on "Enter Bidder Site". At this point click on "Search Solicitations" to search the site for this RFP. You can search by the RFP name, by Agency or you can use the NIGP Code assigned to this project (962-98). An FAQ on how to search the site is also available once you enter the bidder site. Once you have located the correct solicitation you may click on it and download all documents connected with this RFP (same documents as on the webpage).

Once you have located your RFP, you can submit your proposal by clicking the "Submit Online Response" button. You may submit your proposal materials, individually or collectively, at any time before the deadline. To upload proposal documents, click the green buttons under the "enter response" column that correspond to each proposal component. If you have additional proposal materials to submit (i.e., additional Letter of Support documents), you may use the "Upload File" button. Once all documents have been successfully uploaded, click the "Submit" button to submit your proposal.

Potential Respondents may contact the Program Manager (listed above) with questions. Please note that questions may be submitted from the Bidder Site and are allowed until March 1, 2018. Responses to online questions will be posted online not later than March 8, 2018.

Section 9. Attachments

- A. Letter(s) of Support: Provide signed Letters of Support from partners providing match. Forms available upon request.
- B. Local Biologist Letter of Support: For projects on WDNR-owned land, provide a signed Letter of Support from the local Wildlife Biologist.
- C. Map: Provide an aerial map of the project area. Map should zoom out far enough to see the greater landscape but be zoomed in far enough to still see details of the project area (e.g., land cover, areas of development, waterways, etc.). Indicate the location where habitat work will occur by drawing a polygon around the area of impact. The map should provide a useful visualization of the project.

Appendix A. Equipment match rates.

Code	Category	Description	Rate
ATV	ATV/UTV	ATV or UTV	\$24/hour
BC1	Brush Cutter	Handheld brush cutter / clearing saw	\$10/hour
BC2	Brush Cutter	Brush Hog attachment	\$20/hour
BC3	Brush Cutter	Walk behind Field and Brush Mower (Commercial grade)	\$14/hour
BS1	Backpack Sprayer	Backpack herbicide sprayer.	\$2/hour
CS1	Chainsaw	14-20" bar	\$9/hour
LF1	Leaf blower	Portable leaf blower	\$8/hour
VL1	Labor-general	Brush hauling, seeding, weed pulling, fire watchers, etc	\$15/hour
VL-2	Labor-skilled	Chainsaw/specialized equipment use	\$18/hour
TR1	Tractor	Agricultural type - 4-wheel drive, <65 hp	\$23/hour
TR4	Tractor	Agricultural type - 4-wheel drive, 65-79 hp	\$39/hour
TL1	Trailer	Less than 1 Ton capacity (use manufacturer's rated capacity)	\$10/hour
TL2	Trailer	1-4 Ton capacity (use manufacturer's rated capacity)	\$12/hour
TR1	Truck	½ ton pickup or less	\$13/hour
TR3	Truck	¾ ton pickup	\$19/hour
WE1	Weed Eater	self-propelled, hand operated	\$8/hour
PB	Prescribed Burns	Includes all aspects- labor, equipment, mop up, etc.	\$300 per burn + \$40/acre

Appendix B

Wisconsin Department of Natural Resources - Habitat Priorities Terrestrial and Wetland Priorities

DNR Area	Habitat	DNR Priority
Northern	Deep marsh/shallow lakes (only those w/significant wild rice opportunity)	1
Northern	Great lakes dunes, wetlands and shores	1
Northern	Oak/pine barrens	1
Northern	Old forests (natural origin pine, hemlock, cedar, n. hardwoods)	1
Northern	Young forest (primarily aspen)	1
Northeast	Deep marsh/shallow lakes (hemi-marsh goal)	1
Northeast	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
Northeast	Great lakes dunes, wetlands and shores	1
Northeast	Oak/pine barrens	1
Northeast	Old forests (natural origin pine, hemlock, beech, cedar, n. hardwoods)	1
Southern	Deep marsh/shallow lakes (hemi-marsh goal)	1
Southern	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
Southern	Oak Forest (specifically regeneration/perpetuation)	1
Southern	Oak savanna/woodlands	1
Southern	Old forests (pine, relic hemlock, floodplain forest, oak)	1
Southern	Remnant and planted prairie in historic prairie areas	1
West Central	Cool season grass (including hay/pasture primarily for prairie chickens)	1
West Central	Deep marsh/shallow lakes (hemi-marsh goal)	1
West Central	Emergent wetlands (wet meadow-shallow marsh, mudflats)	1
West Central	Oak Forest (specifically regeneration/perpetuation)	1
West Central	Oak savanna/woodlands	1
West Central	Oak/pine barrens	1
West Central	Old forests (pine, relic hemlock, floodplain forest, oak)	1
West Central	Remnant and planted prairie in historic prairie areas	1

DNR Area	Habitat	DNR Priority
Northern	Deep marsh/shallow lakes (hemi-marsh goal)	2
Northern	Emergent wetlands (wet meadow-shallow marsh, mudflats)	2
Northern	Forest openings (for priority species, e.g. elk, deer, turtles)	2
Northern	Forested wetlands (Bottomland hardwoods/floodplain, bogs, ash)	2
Northern	Hardwoods	2
Northern	Mixed conifer/deciduous forest	2
Northern	Oak Forest (specifically regeneration/perpetuation)	2
Northern	Shrub wetland (primarily alder, the rest is priority 3)	2
Northeast	Conifers (of natural origin)	2
Northeast	Cool season grass (including hay/pasture)	2
Northeast	Forested wetlands (bottomland hardwoods/floodplain, bogs, ash)	2
Northeast	Oak Forest (specifically regeneration/perpetuation)	2
Northeast	Remnant and planted prairie in historic prairie areas	2
Northeast	Shrub wetland (primarily alder, the rest is priority 3)	2
Northeast	Young forest (primarily aspen)	2
Southern	Cool season grass (including hay/pasture)	2
Southern	Forested wetlands (bottomland hardwoods, floodplain and ash forest)	2
Southern	Great lakes dunes, wetlands and shores	2
Southern	Hardwoods	2
West Central	Conifers (of natural origin)	2
West Central	Forest openings (for priority species, e.g. elk, deer, turtles)	2
West Central	Forested wetlands (bottomland hardwoods, floodplain and ash forest)	2
West Central	Young forest (primarily aspen)	2

DNR Area	Habitat	DNR Priority
Northern	Agriculture (including foodplots - use only as part of farming agreements)	3
Northern	Cool season grass (including hay/pasture)	3
Northern	Planted prairie where it didn't historically exist	3
Northern	Upland shrub	3
Northeast	Agriculture (including foodplots - use only as part of farming agreements)	3
Northeast	Forest openings (for priority species, e.g. elk, deer, turtles)	3
Northeast	Hardwoods	3
Northeast	Mixed conifer/deciduous forest	3
Northeast	Planted prairie where it didn't historically exist	3
Northeast	Upland shrub	3
Southern	Agriculture (including foodplots - use only as part of farming agreements)	3
Southern	Forest openings (for priority species, e.g. elk, deer, turtles)	3
Southern	Mixed conifer/deciduous forest	3
Southern	Shrub wetland	3
Southern	Upland shrub	3
Southern	Young forest (primarily aspen)	3
West Central	Agriculture (including foodplots - use only as part of farming agreements)	3
West Central	Hardwoods	3
West Central	Mixed conifer/deciduous forest	3
West Central	Shrub wetland	3
West Central	Upland shrub	3
Statewide	Other forest types	3
Statewide	Low quality planted prairies (isolated/small with low diversity)	3

Aquatic Priorities

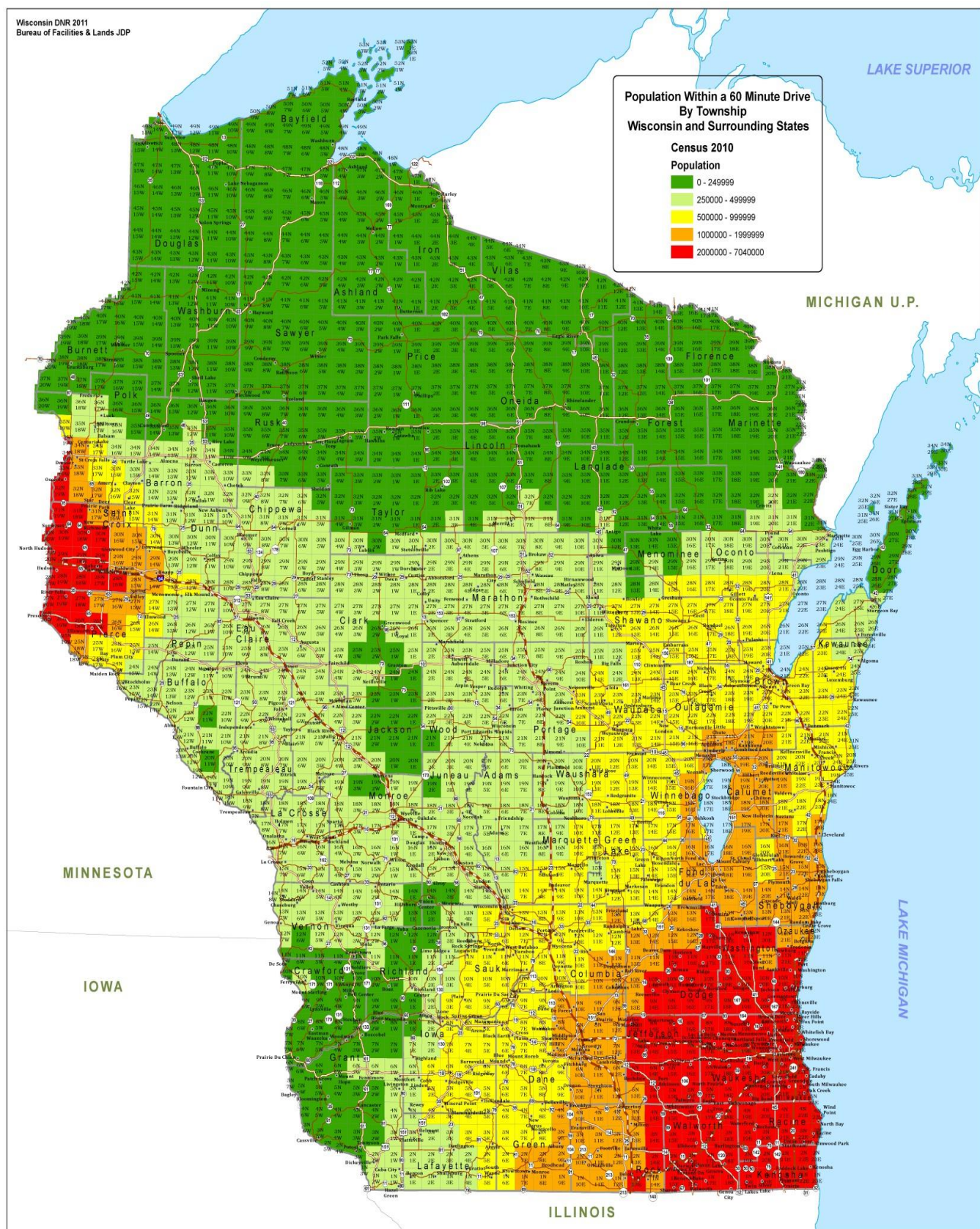
DNR Area	Habitat	DNR Priority
Northern	Coldwater Streams	1
Northern	Large Lake - deep, soft and very soft, seepage	1
Northern	Large Lake - deep, soft, drainage	1
Northern	Large Lake - shallow, soft, drainage	1
Northern	Lake Superior	1
Northern	Spring Pond, lake - spring	1
Northern	Springs and Spring Runs (hard)	1
Northern	Springs and Spring Runs (soft)	1
Northeast	Coldwater Streams	1
Northeast	Large Lake - shallow, hard and very hard (marl), drainage	1
Northeast	Large Lake - shallow, soft, drainage (includes Winnebago system)	1
Northeast	Lake Michigan	1
Northeast	Springs and Spring Runs (hard)	1
Northeast	Springs and Spring Runs (soft)	1
Northeast	Warmwater Rivers	1
Southern	Coldwater Streams	1
Southern	Coolwater Steams	1
Southern	Large Lake - shallow, hard, seepage	1
Southern	Lake Michigan	1
Southern	Warmwater Rivers	1
West Central	Coldwater Streams	1
West Central	Mississippi River	1
West Central	Springs and Spring Runs (hard)	1
West Central	Springs and Spring Runs (soft)	1
West Central	Warmwater Rivers (including large rivers)	1

DNR Area	Habitat	DNR Priority
Northern	Coolwater Steams (including Lake Superior tributaries)	2
Northern	Large Lake - deep, hard, drainage	2
Northern	Large Lake - deep, hard, seepage	2
Northern	Large Lake - shallow, soft, seepage (includes aeration)	2
Northern	Small Lake - hard, bog	2
Northern	Small Lake - soft, bog	2
Northern	Riverine Impoundment	2
Northern	Warmwater Rivers	2
Northern	Warmwater Streams	2
Northeast	Coolwater Steams	2
Northeast	Large Lake - deep, hard, drainage	2
Northeast	Large Lake - deep, hard, seepage	2
Northeast	Large Lake - deep, soft and very soft, seepage	2
Northeast	Large Lake - deep, soft, drainage	2
Northeast	Large Lake - shallow, hard, seepage	2
Northeast	Large Lake - shallow, soft, seepage	2
Northeast	Riverine Impoundment	2
Northeast	Spring Pond, lake - spring	2
Northeast	Warmwater Streams	2
Southern	Large Lake - deep, hard, drainage	2
Southern	Large Lake - deep, hard, seepage	2
Southern	Large Lake - shallow, soft, drainage	2
Southern	Large Lake - shallow, soft, seepage	2
Southern	Riverine Impoundment	2
Southern	Riverine Lake - Pond	2
Southern	Spring Pond, lake - spring	2
Southern	Springs and Spring Runs (hard)	2
Southern	Springs and Spring Runs (soft)	2
Southern	Warmwater Streams	2
West Central	Coolwater Steams	2
West Central	Riverine Impoundment	2
West Central	Riverine Lake - Pond	2
West Central	Warmwater Streams	2

DNR Area	Habitat	DNR Priority
Northern	Large Lake - shallow, hard and very hard (marl), drainage	3
Northern	Large Lake - shallow, hard, seepage (includes aeration)	3
Northern	Small Lake - meromictic	3
Northern	Riverine Lake - Pond	3
Northeast	Small Lake - hard, bog	3
Northeast	Small Lake - soft, bog	3
Northeast	Riverine Lake - Pond	3
Southern	Large Lake - deep, soft and very soft, seepage	3
Southern	Large Lake - deep, soft, drainage	3
West Central	Large Lake - shallow, hard, seepage (includes aeration)	3
West Central	Large Lake - shallow, soft, seepage (includes aeration)	3
West Central	Small Lake - hard, bog	3
West Central	Small Lake - soft, bog	3
West Central	Spring Pond, lake - spring	3

Appendix C. Wildlife management districts.





Appendix E. Instructions for obtaining WAMS and Bidder Identification.

Bidder Portal: Registration and Sign-in Process

The State of Wisconsin's Web Access Management System (WAMS) allows authorized individuals to access state internet applications using the same means of identification for all State Web applications. If you don't have a WAMS ID, you will need to go through the registration process.

1

WAMS

Create a WAMS ID for your organization and verify new account

- Click the [Create your WAMS ID](#) link
- Read and Accept the *Wisconsin Web Access Management System User Acceptance Agreement*. Scroll to the bottom of the page to click the **Accept** button.



- Complete the information on the Self-Registration page and click **Submit**. You will be asked to verify your email address. Click **OK**.

NOTE: All fields with a yellow asterisk * are required fields. All other fields are optional.

Self-Registration

* Indicates Required Field

Profile Information

First Name	<input type="text"/>	*
Middle Initial	<input type="text"/>	
Last Name	<input type="text"/>	*



- A message will be sent to your email. Click on the link in the email that you receive. Enter your user ID and password to verify your newly created account. You will receive a congratulations message if your account was properly verified.
- Once your WAMS ID has been created, return to the eSupplier page to continue with the Bidder registration process.

2

LOGIN

Log in to eSupplier with your newly created WAMS ID

- After creating an WAMS ID, return to the eSupplier [Login Page](#)
- Enter your WAMS ID and password to sign in

3

REGISTER

Register as a bidder in eSupplier

- Click on **Register** button
- Enter the email address associated with the WAMS ID you created
- Fill in the **Bidder Registration** form
- Check the box to agree with the User Acceptance agreement
- Click **Save**
- You will receive a confirmation email with a bidder ID.
- Be sure to access the **My Information** section of the home page to edit profile information, select NIGP codes, and view any responses and communications related to sourcing events that you have bid on.